

PA WING HEADQUARTERS
CIVIL AIR PATROL
United States Air Force Auxiliary
BLDG 3-108 Fort Indiantown Gap
Annville, PA 17003

Supplement 1
CAPR 62-2
5 January 2004

Safety

MISHAP REPORTING AND INVESTIGATION

CAPR 62-2 dated 8 November 2002 is supplemented as follows:

Accident/Incident reporting procedures

1. All accidents or incidents will immediately be reported to:
 - a. PAWG Commander, M. Allen Applebaum on his CAP phone 215-837-3288, if no answer call PAWG Headquarters at 717-861-2335.
 - b. PAWG Director of Safety, Lt Col Raymond W. Whetstine 814-237-3933 Home and Business. If no answer leave a message on answering service and push #911 before hanging up to have call relayed to his cell phone and pager automatically. E-mail is R.Whetstine@Verizon.net FAX 24 hour operation 814-235-2293.
2. If applicable, CAP 78 must be submitted to Director of Safety within 48 hours as per instructions in CAPR 62-2. **HAND WRITTEN FORMS WILL NOT BE ACCEPTED.** It is highly recommended that interactive forms from National Headquarters or PAWG web site be used and sent as an e-mail attachment as this will greatly simplify the processing. The signature on the bottom of the form is not possible or necessary for this procedure but a signed copy must remain in the unit file.
3. NER requires that each reportable accident/incident is followed up with a CAPF 79 so it will arrive at National Headquarters within 35 days of the accident or incident. **ONLY THE WING COMMANDER WILL DECIDE WHO WILL COMPLETE THE CAPF 79. THE COMPLETED FORM MUST BE FORWARDED TO AND SIGNED BY THE WING COMMANDER BEFORE IT IS APPROVED BY THE REGION COMMANDER AND FORWARDED TO NATIONAL HEADQUARTERS.** Again we recommend interactive forms be used to expedite the process.

REMEMBER – SAFETY IS NO ACCIDENT

OFFICIAL


WILLA J. HAYES, Lt Col, CAP
Director of Administration

M. ALLEN APPLEBAUM, Col, CAP
Commander

Supersedes PAWG Supplement 1, dated 20 February 2003

OPR: DOR

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